

SAMPLESNOTICE INAUGURATING AN OFFICE REPORTS  
MANAGEMENT PROGRAM

SUBJECT: Office of ABC Reports Management Survey

1. GENERAL

This Notice sets forth procedures and responsibilities for a survey of current reporting requirements in participating with all AGENCY components, preparatory to establishing a continuing Office-wide Reports Management Program.

2. SCOPE

With the exception of those reports and documents listed in Enclosure 1, the survey shall include all recurring administrative or management reports which Office of ABC components either require from or prepare for:

- a. Other Headquarters components, including those in the Office of ABC.
- b. Any continental or overseas field activity.
- c. Any organization (federal or private) outside the Agency.

3. RESPONSIBILITIES

- a. The Chief, Administrative Staff in collaboration with Mr. \_\_\_\_\_ of ABC Reports Management Officer, shall:
  - (1) Direct the survey by providing guidance and interpretations.
  - (2) Serve as the collection agent for survey material.
  - (3) Review findings and recommendations resulting from the survey, and conduct such additional studies as deemed necessary.
  - (4) Submit to the Director of ABC recommendations for eliminating, simplifying or otherwise improving reports.
- b. Chiefs of Staffs and Divisions shall:
  - (1) Designate a person to represent his component on reports management matters.

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- (2) Direct that the survey be conducted within each component under their authority.
- (3) Review recommendations and findings of subordinate components.
- (4) Forward survey material on each reporting requirement to the Chief, Administrative Staff, prior to

4. PROCEDURE

- a. Inventory and Appraisal -- Enclosure 2 provides detailed instruments for the inventory and appraisal of reporting requirements. Additional copies of this guide and the forms to be used during this survey may be obtained from the Administrative Staff, extension 1234.
- b. Approval of New or Revised Reporting Requirements - Effective immediately, any proposal originated in the Office of ABC to establish a new reporting requirement, or to revise an existing one, shall be submitted through the Chief, Administrative Staff, to the Director of ABC for approval. Form No. 142 (Enclosure 3) in duplicate shall be used.
- c. Requests for Reports Received from Components Outside the Office of ABC - All requests received directly from components outside the Office of ABC shall be brought to the attention of the Chief, Administrative Staff.

5 CONTINUATION OF THE PROGRAM

This Notice will be rescinded by an Office Regulation upon completion of the reports survey. At that time, policies, responsibilities, and procedures for a continuing Office-wide reports management program will be established. Suggestions for a program to meet our needs are invited.

U. R. WRIGHT  
Director of ABC

Enclosures:

1. Types of Reports and Documents  
Exempted from the Reports Survey
2. Procedures for Conducting the  
Reports Management Survey

3. Form No. 142, Request for Approval  
of a New or Revised Reporting  
Requirement

TYPES OF REPORTS AND DOCUMENTS EXEMPTED  
FROM THE OFFICE OF ABC REPORTS MANAGEMENT PROGRAM

1. Formal reports of audit, survey, or investigation by administrative bodies appointed for that purpose. However, recurring reports initiated by such bodies to obtain data are not exempt.
2. Comments and/or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
3. Agency budget requirements:
  - a. The annual estimate or request for funds required by law. This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
  - b. Reports upon apportionment and allocation of appropriated funds.
4. The following operating documents:

Accounting records	Identification
Affidavits	Leases
Agreements	Liens
Announcements	Oaths of office
Applications or requests	Payrolls
Authorizations	Permits
Bids	Performance bonds
Bills of lading	Receipts
Certifications	Receiving-and-inspection forms
Claims	Requisitions
Bills	Sales slips
Contracts and initial	Shipping orders
allied papers	Specifications
Depositions	Statements of witnesses
Guarantees	

This exemption covers only the actual operating documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.

PROCEDURES FOR CONDUCTING THE OFFICE OF ABC  
REPORTS MANAGEMENT SURVEY

1. GENERAL

- a. The reports survey is an essential step in establishing the Office of ABC Reports Management Program. It provides the foundation, that is: (1) A complete description and case history of each reporting requirement, and (2) an analysis of these requirements to point up reporting deficiencies and ways to correct them. In addition, the survey will provide experience on which to base policies and procedures for continuing this program. The importance of this survey thus dictates that persons selected to participate should have a broad knowledge of their component's reporting requirements, and be qualified to analyze them objectively for possible improvements.

2. DEFINITIONS

- a. Report - An account or statement of information in written narrative, tabular, punch card, or graphic form, transmitted from one organizational element to another in response to an expressed or assumed need for information.
- b. Administrative or Management Report - A report that provides for administrative or management control over an activity or operation, as distinguished from an operational or intelligence report.
- c. Recurring Report - Either a periodic report which conveys essentially the same type of information at prescribed intervals (daily, weekly, monthly, etc.) or a situation report which is prepared on each occurrence of an event of certain prescribed characteristics.
- d. Required Report (Incoming Report) - A report which a component requires from one or more other elements. The report is an incoming report to the office which requires it.
- e. Prepared Report (Outgoing Report) - A report which a component prepares at the request of another element. The report is an outgoing report from the office which prepares it.

PROCEDURES FOR CONDUCTING THE OFFICE OF ABC  
REPORTS MANAGEMENT SURVEY - Continued

3. THE INVENTORY

- a. The following action shall be taken on each current requirement for either a required or prepared report:
  - (1) Complete an original and one copy of Form No. 521, Report Survey (Attachment A).
  - (2) To the original of each Report Survey, attach a copy of each directive having a bearing on the report, a specimen copy of the report, and any other descriptive material.
- b. It will be necessary to furnish copies of directives (authorities) issued as Agency or Office of ABC regulatory material.

4. THE APPRAISAL

- a. Personnel shall appraise each reporting requirement simultaneously with taking the inventory. The need for required reports will be fully justified. Prepared reports shall be examined with a view to improving preparation procedures, and recommending to requiring offices, way to reduce or simplify reporting.
- b. Form No. 521 contains questions which establish criteria for appraising reports. Additional guidance may be found in Attachment B, "Analyzing Requirements for Administrative or Management Reports," copies of which may be obtained from the Administrative Staff.

5. SUBMISSION OF INVENTORY AND APPRAISAL MATERIAL

Completed Report Survey forms, together with supporting material and recommendations, shall be forwarded through supervisors and component chiefs for review, prior to being submitted to the Chief, Administrative Staff by \_\_\_\_\_.

ATTACHMENTS:

- A. Form No. 521, Report Survey
- B. "Analyzing Requirements for Administrative or Management Reports"